

# SCHOOL RULES

## Socháňova Kindergarten



The school regulations were issued by Dana Kadlečková, the school principal.

The school regulations came into force on September 1<sup>st</sup>, 2025.

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# **SCHOOL RULES**

The principal of the Socháňova Kindergarten, in accordance with Section 30, paragraphs 1 and 3 of Act No. 561/2004 Coll., on preschool, primary, secondary, higher vocational and other education (*hereinafter referred to as the "Education Act"*), as amended, issues these School Regulations, which specify the mutual relations between children, their legal representatives and kindergarten employees.

## **I.**

### **Goals of preschool education**

The goals of preschool education are based on Act No. 561/2004 Coll., the Education Act, Decree No. 14/2005 Coll., on preschool education, and the Framework Educational Program for preschool education, as amended.

Preschool education supports the development of the personality of a preschool child, contributes to his/her healthy emotional, intellectual and physical development and to the acquisition of basic rules of behavior, basic life values and interpersonal relationships. Preschool education creates the basic prerequisites for continuing education. Preschool education helps to balance out the uneven development of children before entering primary education and provides special pedagogical care for children with special educational needs. It creates conditions for the education of gifted children.

Preschool education is carried out according to the School Educational Program (*hereinafter referred to as the "SEP"*) entitled "Fairytale World of Games", which was prepared in accordance with the Framework Educational Program for Preschool Education. It specifies the goals, focus, forms and content of education according to the specific conditions applied in kindergarten. The SEP is issued by the principal and is posted in an accessible place in the school – in the dressing rooms of individual kindergarten classes.

The SEP is based on the Class Educational Program, which is created by the classes themselves.

## **II.**

### **Details on the exercise of rights and obligations of children and their legal guardians at school and details on the rules of mutual relations with kindergarten employees**

#### **1. Basic rights of children admitted to preschool education**

The right to:

- high-quality preschool education, guaranteeing the development of their abilities, skills and personality;
- the rights guaranteed to them by the Charter of Fundamental Human Rights and Freedoms and the Convention on the Rights of the Child;
- meeting individual physical, psychological and social needs;
- respect, equal status in the children's collective and respect for their individuality, fair treatment;
- participate in creating rules for coexistence and respecting them;
- participate in a common program, make decisions in collective matters;
- respect for their body, feelings, property and work;
- ensuring activities and services provided by school guidance services facilities within the scope specified in the Education Act.

#### **2. Obligations of children admitted to preschool education**

- to respect and adhere to mutually agreed rules of safety, consideration, social behavior, and hygiene habits;
- to comply to the necessary extent with restrictions resulting from the need to maintain the necessary order in the kindergarten.

#### **3. Rights of legal guardians of children**

- to information and advisory assistance from school or school advisory facility on matters relating to children's education;
- to be regularly informed about educational activities in the classroom (focus of educational activities);
- to be regularly informed about the progress and results of their child's education, to consult with teachers about their child's individual development plan (part of integration) and co-decision-making in setting individual educational goals for their child and the process of achieving these goals;
- to be informed immediately in the event of a child's illness or injury;
- to be informed well in advance about the organization of trips, excursions and other activities outside the school building and school garden;
- to protect personal data and confidential information that they provide to the school.

#### **4. Obligations of legal guardians of children**

- to provide the school with data for the school registry (child's name and surname, birth number, citizenship, place of permanent residence, name and surname of the legal representatives, place of their permanent residence, address for delivery of documents, telephone number) and other data essential for the course of education or the child's safety, and to update this data with each change;
- to ensure the child's regular attendance at kindergarten pursuant to Section 1a, paragraph 4 of Decree No. 14/2005 Coll.;
- to excuse and justify the child's absence from kindergarten and deregister him/her from meals;
- to, at the invitation of the school principal, participate in discussions on important issues related to their child's education;
- to inform the school about changes in the child's health, health problems or other serious facts that may affect the child's education or health and safety (allergies, diet, glasses, etc.);
- to monitor the child's health, and in case of illness (fever, severe runny nose, vomiting, diarrhea, lice, conjunctivitis, etc.) do not send the child to preschool education, and thus prevent the spread of infectious diseases!!!;
- to hand over the child to the teacher in the morning and pick up the child from the kindergarten on time in the afternoon.

**Repeated late arrivals and picking up of the child from the kindergarten are a serious violation of the school rules and may be grounds for termination of the child's preschool education.**

#### **5. The teaching staff has the right to:**

- ensuring the conditions necessary for the performance of their pedagogical activities, in particular protection against physical violence or psychological pressure from children or legal representatives of children and other persons who are in direct contact with the pedagogical worker at school;
- protection against unprofessional interference in the performance of pedagogical activities;
- selection and application of methods, forms and means of conducting direct educational activities, if they are in accordance with the principles and goals of education;
- an objective evaluation of their teaching activities.

#### **6. The pedagogical worker has the obligation**

- to carry out pedagogical activities in accordance with the principles and goals of education;
- to protect and respect the rights of the children;
- to protect the safety and health of children and prevent all forms of risky behavior in schools and educational facilities;

- to create a positive and safe climate in the school environment and support its development through their approach to upbringing and education;
- to maintain confidentiality and to protect against the misuse of personal data, information about the health status of children, and the results of counseling assistance from the school counseling facility and school counseling workplace with which he or she has come into contact;
- to provide a child or legal guardian of a child with information related to upbringing and education.

## **7. Mutual relations between legal guardians of children in contact with employees of the kindergarten, with other children and other legal guardians**

- ❖ legal guardians, children and all school employees follow the School Regulations;
- ❖ mutual relations are based on mutual trust and openness, helpfulness, understanding, respect and willingness to cooperate. Cooperation operates on the basis of partnership;
- ❖ kindergarten teachers decide on methods and procedures for meeting the school's educational goals;
- ❖ the legal guardian may raise comments and questions to the kindergarten teacher in a reasonable and appropriate manner;
- ❖ only a legal guardian can resolve issues concerning children.

## **8. Forms of compulsory pre-school education**

- daily attendance on working days, daily from 8:30 a. m. to 12:30 p. m. (obligation does not apply during school holidays)
- excuses for absence from preschool education will be made by a legal representative within 3 days at the latest:
  - to e-mail: [reditelka@ms-sochanova.cz](mailto:reditelka@ms-sochanova.cz) (snail and beetle building);
  - to e-mail: [zastupkyne@ms-sochanova.cz](mailto:zastupkyne@ms-sochanova.cz) (flower building);
  - written in the notebook in the dressing room of the class the child attends;
  - to the e-mail of the relevant class.
- A child may be released from preschool education for a longer period of time after an agreement with the school principal, based on a written request from the child's legal guardian stating the reason for the absence.
- Distance learning, which may occur in the event of a quarantine order, an emergency, the KHS measure, or the Ministry of Health's blanket measure, only applies to children who are in compulsory preschool attendance.
- Apologies from distance learning are sent via e-mail, which is saved with the Apology Letter in class.

**It is prohibited to issue a decision to end a preschool education for a child with mandatory preschool education.**

### **Other ways of fulfilling the obligation of preschool education:**

- individual education of the child;
- education in the preparatory class of elementary school and in the preparatory class of special elementary school;
- education in a foreign school in the Czech Republic, in which the Ministry of Education, Youth and Sports has permitted the fulfillment of compulsory school attendance.

**The child's legal representatives are obliged to notify the director of the catchment kindergarten of this fact no later than three months before the start of the school year when compulsory preschool education begins.**

**Individual education during the school year is possible no earlier than the day on which the notification of individual education was delivered to the kindergarten director.**

### **Individual education of a child - § 34b**

- ❖ This option is chosen by the child's legal guardian in justified cases.
- ❖ The notification must include:
  - the child's name and surname, birth registration number, place of permanent residence, or, in the case of a foreigner, place of residence;
  - the period for which the child is to be individually educated;
  - the reasons for the child's individual education.
- ❖ The kindergarten principal will arrange a meeting with the parents to recommend areas in which the child should be educated. These are based on the Framework Educational Program for kindergarten.

### **Obligations of the kindergarten in the case of individual education**

- The kindergarten will verify the level of mastery of the expected outcomes in individual areas and, if necessary, recommend further educational steps.
- Verification will be carried out by interviewing the legal guardian and observing the child during normal activities in the peer group. Verification will take place after three months, i.e. the last week of November or, alternatively, the first week of December, and its exact date will be agreed individually.

**The legal guardian is obliged to ensure the child's participation in the verification.**

### **End of individual education**

- In the event that the legal guardian does not ensure the child's participation in the verification, even at an alternative date;
- The decision of termination is made by the kindergarten director – this decision does not have a suspensive effect;
- After the end of individual education, the child cannot be re-educated individually.

## **Ensuring the education of children with special educational needs**

According to Act No. 561/2004 Coll., the Education Act, and Decree No. 27/2016 Coll., on the education of pupils with special educational needs and gifted pupils, the school provides education to children based on support measures of levels 1–5.

### **Support measures**

- (1) First-level support measures represent minimal adjustments to the methods, organization and evaluation of education and are provided to a child who shows a need for adjustments in education or school services and participation in the collective. First-level support measures do not have a standardized financial requirement.
- (2) If the provision of first-level support measures would not be sufficient to meet the educational needs of the child, the school or school facility (*hereinafter referred to as the "school"*) shall recommend to the pupil the use of counselling assistance from the school counselling facility for the purpose of assessing his or her special educational needs.
- (3) Support measures of the second to fifth levels are provided on the basis of a recommendation from a school counselling facility and with the informed consent of the adult pupil or the child's legal guardian.
- (4) Support measures shall be provided separately or in combinations of different types and levels in accordance with the identified special educational needs of the child. A specific type of support measure may be provided at only one level.
- (5) The division of specific support measures into levels, the rules for their application and the standard financial requirements of support measures of the second to fifth levels are set out in Annex No. 1 to Decree No. 27/2016 Coll .

If the school recommends that the child use the counseling assistance of a school counseling facility, the child's legal representative is obliged to cooperate with the school, or the school may ask the OSPOD for cooperation.

### III.

## Kindergarten operation

### **1. Conditions of operation and organization of education in kindergarten**

The kindergarten is open all day, providing education daily from 6:30 a. m. to 5:30 p. m.

In the morning, parents can drop off their children from 6:30 a. m. to 8:30 a. m., pick them up after lunch from 12:30 p. m. to 1:00 p. m., and after an afternoon break from 2:45 p. m. to 5:30 p. m.

Outside these hours, the kindergarten building is locked for security reasons and equipped with doorbells with videophones.

The school operates in three buildings:

- building 1175 (flowers) – there are five classes with children divided by age;
- building 1176 (snails) – with four mixed-age classes;
- a separate class for bugs/beetles in the building of Socháňova 1221 – in this class, children are mixed of different ages, operation is only from 7:00 a. m. to 5:00 p. m.

The operation of individual classes and their organization of the day is determined by the daily schedule, which is posted in the classroom dressing rooms. Only the time for children to eat is fixed. The daily schedule can be changed if it results from the SEP – trips, theater performances, swimming courses, etc.

**The school year begins on September 1<sup>st</sup> and ends on August 31<sup>st</sup> of the following year.**

During the holidays, operations may be limited or interrupted. The school principal will notify the children's legal guardians of any interruptions in operations at least two months in advance. She will also provide information about the possibility of using another educational facility.

### **2. Dropping off and picking up children**

- ❖ Children are accepted from 6:30 a. m. to 8:30 a. m. At other times, children can only be brought in after prior arrangement with the kindergarten teacher.
- ❖ The legal guardian hands over the child for preschool education, dressed, clean, and without any signs of illness (the child needs slippers – not flip flops; clothes for classroom, for the garden, and pajamas for sleeping).
- ❖ After picking up a child from the kindergarten, you are to leave the school building and its grounds as soon as possible.
- ❖ The legal guardian may authorize another person to drop off and pick up the child. This must be done in writing on the appropriate form in their classroom.
- ❖ If, for serious reasons, a child is not picked up from the kindergarten by the end of the specified operating hours, the child will be cared for by the kindergarten teacher, who will contact the child's legal guardian.

- ❖ If the child is not picked up, the school will contact the Police of the Czech Republic, Makovského police station, phone number **+420 974 856 720** , who will decide on the next solution – placing the child in other care.  
The police have contacts for emergency numbers of the child care authority and will request the provision of urgent care for the child in accordance with Act No. 359/1999 Coll., on the social and legal protection of children, as amended.
- ❖ The school requires the child's legal guardians to cover the costs associated with providing care for the child in this emergency situation.

### **3. Excusing the absence of children**

- Short-term absences of children can be excused according to instructions.
- The child's legal guardian shall notify the school principal of a long-term absence in writing, stating the reason for the absence, by post or e-mail:  
[reditelka@ms-sochanova.cz](mailto:reditelka@ms-sochanova.cz)
- **Excuses for children with compulsory preschool attendance are governed by Article III. Paragraph 6 of these School Regulations.**

### **4. Interruption or restriction of kindergarten operations**

- By agreement with the founder, the operation of the kindergarten is suspended during the summer holidays and at the end of December (the length and date of the suspension of operations will be notified to the legal representatives within the statutory period).
- The school principal will notify the child's legal guardians of any restrictions or interruptions to operations at least two months in advance – if the seriousness of the reasons allows it.
- The operation of the kindergarten may be restricted or interrupted at other times for serious reasons or after discussion with the founder.

### **5. Completion of preschool education**

- The kindergarten principal may, after prior written notice to the child's legal guardian, decide to terminate their preschool education if:
  - **the child does not participate in preschool education continuously for a period of more than two weeks without an excuse;**
  - **the legal guardian repeatedly seriously disrupts the operation of the kindergarten or violates these school regulations;**
  - **the termination is recommended by a doctor or school consulting facility during the child's probationary period;**

- **the legal guardian repeatedly fails to pay the fee for preschool education or the fee for meals on the specified date and fails to agree with the principal on a different payment date.**

## **6. Payment for preschool education**

- In accordance with the provisions of Act No. 561/2004 Coll., the Education Act, as amended, and Decree of the Ministry of Education, Youth and Sports No. 14/2005 Coll., on preschool education, the amount of fees for preschool education in a specific school year is determined and is regulated by a directive issued by the school principal.
- Parents pay the fee for preschool education to the school account, under the child's variable symbol, always by the 15th of the month. The account number and variable symbol are received by the legal representative from the teacher in the class the child attends.
- **The legal guardian of a child with mandatory preschool attendance does not pay the fee for preschool education.**

## **7. Feeding the child**

- When a child is admitted to kindergarten, the school principal, in agreement with the child's legal guardian, determines the method and extent of the child's meals so that the child always eats if he or she is present in the kindergarten at the time the meal is served.
- School catering is governed by the Decree of the Ministry of Education, Youth and Sports No. 107/2005 Coll., on school catering, and the valid nutritional standards are set out in the annex to this Decree.
- Any questions or comments regarding meals must be addressed with the school employee that is in charge of catering.
- Detailed instructions on meals can be found in Appendix 1.

## IV.

### **Conditions for ensuring the safety of children, ensuring the care of children's health and their protection from socially pathological phenomena and from manifestations of discrimination, hostility or violence**

#### **1. Conditions for ensuring the safety of children**

- ❖ Supervision of the safety of children throughout their education in kindergarten is carried out by kindergarten teachers, from the time the child is taken over until he or she is handed over to the legal guardian or a person authorized by him or her.
- ❖ To ensure the safety of children outside the kindergarten, the kindergarten principal determines the number of kindergarten teachers, so that there is a maximum of 20 children from regular classes per one kindergarten teacher.
- ❖ In the event of an increased number of children or specific activities, such as sports activities, or when children are in an environment that requires child safety, the kindergarten principal will designate another adult who is capable of legal acts and who is in an employment relationship with the legal entity that carries out the kindergarten's activities to ensure the safety as another kindergarten teacher.
- ❖ When arranging trips, outdoor activities, etc., the kindergarten principal will determine the number of kindergarten teachers to ensure the education of children, including children with disabilities, their safety and health protection.
- ❖ The kindergarten ensures the identification, assessment and evaluation of risks and demonstrably provides instruction on possible health and safety hazards in all activities in which the child participates during his/her stay at the kindergarten.
- ❖ Legal guardians ensure that children do not bring dangerous objects (sharp, pointed, etc.) to kindergarten.
- ❖ Any addictive substances are strictly prohibited in all kindergarten areas.
- ❖ When educating children, kindergarten teachers adhere to the rules and principles of occupational health and safety, which are set out in the applicable school and labor legislation for this area.

Kindergarten not only ensures safety and health protection, as well as rules of proper supervision, but also conditions for preventing the occurrence and spread of infectious diseases among children. Furthermore, the kindergarten is governed by the provisions of Section 7, paragraph 3 of Act No. 258/2000 Coll., on the protection of public health and on amendments to certain related acts, which imposes on educational facilities and education (i.e. including kindergartens – cf. his provision § 7 paragraph 1) the obligation to ensure the department of a child, which shows signs of acute illness, from other children.

The kindergarten has a right in the sense of § 35 paragraph 1 letter b) of the school law to "exclude" a child from education in the event of illness, and in the event of serious and repeated violations of these provisions by a parent, the kindergarten may terminate the child's preschool education.

## **Preventing the spread of infectious and parasitic diseases**

### **Admission of a child to kindergarten**

**Only a completely healthy child can be admitted to kindergarten, that is, one without signs of any potential acute infectious disease or parasitic infestation.**

#### **As symptoms of potential acute infectious disease can be considered:**

- transparent runny nose, that intensely leaks from the child's nose, even without other symptoms such as increased body temperature;
- colored (green, amber, brown) runny nose, that leaks from the child's nose, and it can be with or without symptoms of elevated body temperature;
- intensive cough (i.e. cough, which persists during no activities of the child), and it may be with or without symptoms of elevated body temperature;
- sudden sowing rashes on calf, which with their symptoms can answer to – chickenpox, 5th disease, 6th disease, hand-foot-mouth disease, scarlet fever, impetigo;
- diarrhea and vomiting, including the next three days after it, that the child already does not have diarrhea and does not vomit;
- redness of the eyes, white discharge or colored secretion from one or both eyes;
- symptoms of elevated body temperature or fever.

#### **As symptoms of potential parasitic disease can be considered:**

- intensive itchiness of hair or skin, or finding children's lice or eggs of children's lice (nits) in their hair;
- restlessness, itching around the anus, finding pinworms at the toilet after they performed their needs;
- intense itching of the skin.

#### **It is impossible to accept a child after vaccination in a case, that:**

- the child is vaccinated on the day he/she arrives at the kindergarten (entry is only possible the following day, due to possible reactions and adverse effects to the vaccine);
- if the child still has a reaction to the vaccine the day after vaccination – this means increased body temperature, severe redness, swelling or pain at the injection site, rash, increased fatigue, malaise.

**Child is discarded from swimming training and saunas in case that he/she shows the symptoms of a transmissible skin disease (molluscum contagiosum, viral warts).**

### **Sending a child to home treatment**

The kindergarten has the right to send a child home at any time during the day if a potentially infectious disease or parasitic infestation is suspected. The legal guardian is obliged to pick up the child immediately, or to authorize in writing a person to pick up the child. The child is separated from the group until then.

**Child is coming to the kindergarten completely healthy, with completed treatment and without any obvious symptoms.**

**In disputed cases, the kindergarten has the right to request confirmation from a general practitioner for children and adolescents, that the child is already completely healthy, non-infectious and allowed to be reintegrated into the collective.**

### **Notification obligation**

Legal guardians are obliged to report infectious and parasitic diseases of their child to the kindergarten so that further spread of these infectious diseases is prevented: chickenpox, scarlet fever, impetigo, diarrhea and vomiting, 5th disease, 6th disease, hand-foot-mouth syndrome, conjunctivitis, pediculosis, ringworm, scabies. Based on information about infectious diseases from legal representatives the kindergarten has the duty to inform other parents that an infectious or parasitic disease has occurred in the kindergarten. Notification is made in the form of a general written notice in a visible place that a specific disease is occurring in the kindergarten.

### **Chronic diseases of children, including the adjustment of administration rules**

A chronic illness is a condition where a child suffers from a long-term health condition that requires regular medication or measures to alleviate symptoms (e.g. bronchial asthma, diabetes mellitus, epilepsy, heart disease, allergies, etc.). Chronic illnesses usually require ongoing care that goes beyond the normal capabilities of a kindergarten.

#### **Legal framework**

- Kindergarten is not a healthcare facility and is not authorized or obligated to routinely administer medication to children.
- The school's obligation under Section 29 of Act No. 561/2004 Coll., the Education Act, is to ensure the safety and health protection of children during their education.
- Administering medication to school employees is only possible exceptionally and under strictly defined conditions, especially in cases of:
  - o long-term chronic illness of a child,
  - o the necessity of administering the medicine to preserve the health or life of the child,
  - o when the administration of the medication is documented in writing by the request of the legal representative and the recommendation of the attending physician,

- **and at the same time with the expressed consent of the kindergarten principal.**

### **Basic principles**

Standard short-term medications (e.g. antibiotics, antipyretics, analgesics, cough drops) are not administered in the kindergarten environment.

Medication is only possible on the basis of an individual agreement between the legal guardian and the kindergarten, and only in necessary cases.

### **Administration and terms of the agreement**

#### **Acute first aid medication**

- The teaching staff are obliged to provide the child **with immediate first aid** and **immediately contact the emergency medical service (EMS)** in the event of a serious deterioration in their health.
- If the situation requires it and the emergency services provide instructions, the educational worker can, based on the instructions, administer stored first aid medication to the child (e.g. adrenaline for anaphylaxis, medication for an epileptic seizure, inhaler for an asthma attack).
- The administration of medication takes place **exclusively on the basis of communication with the emergency services**, not on the initiative of the educational worker.
- After taking the steps recommended by the EMS, the child's legal guardian is then informed.
- The medication is **only stored** in the kindergarten to be ready for a possible use.

#### **Administration for storing first aid medicine includes:**

1. **Request from a legal guardian to store medication** at school.
2. **Submission of a medical report** stating the diagnosis, recommended medication and its use.
3. **Principal's approval** of the storage of the medicine.
4. **Preparation of a Drug Storage Protocol, which contains:**
  - the name of the drug and its dosage;
  - storage location;
  - shelf life/expiration date ;
  - signatures of the legal guardian, principal and authorized educational worker.

## **Chronic long-term medication**

- **Administering medication is not an automatic part of school care and cannot be taken for granted.**

The kindergarten principal always decides whether the request of the legal guardian will be granted, taking into account the child's safety and the school's capabilities.

The condition is always:

1. **Written request** from the legal representative.
2. **A recommendation from the treating physician** that clearly defines the name of the medication, dosage, method of administration, and the circumstances under which the medication is administered.
3. **Principal's approval** of the administration of medication.
4. **Storing medication** in a safe and designated place at school.
5. **Authorization of specific teaching staff** to administer medication.

Each medication administration is recorded in the **Medication Administration Record form**.

## **Health support plan**

- For children with a chronic condition that requires regular or emergency medication, it is essential to develop a **Health Support Plan**.
- This plan is based on the recommendations of the attending physician and the requirements of the legal guardian, and includes:
  - identification of the child;
  - description of the medical condition and its risks;
  - list of prescribed medications, dosage and administration procedure;
  - procedure in case of deterioration of health and crisis situations;
  - location of medication in school;
  - list of authorized employees;
  - date of employee training.
- The health support plan is approved by the school principal and is binding on all employees.
- The plan is regularly revised according to changes in the child's health status.

## **2. Protection against socially pathological phenomena and manifestations of discrimination, hostility or violence**

- ❖ Within the framework of the SEP, children are introduced to the dangers of drug addiction, alcoholism, smoking, virtual addiction (computer, television, video), vandalism, crime and other forms of violent behavior in a non-violent manner and in a manner appropriate to their age and abilities, and the positive aspects of a healthy lifestyle are explained to them.
- ❖ As part of the prevention of manifestations of discrimination, hostility and violence, kindergarten teachers monitor the relationships between children in the group, with the aim of resolving any potentially distorting relationships between children at an early stage, including in cooperation with the child's legal representatives, or with the help of school counseling facilities.
- ❖ An important element of prevention in this area is the creation of a favorable social climate among children, legal guardians, kindergarten teachers and other employees.

### **V.**

#### **Conditions for handling kindergarten property by children and their legal guardians**

- Children are guided by kindergarten teachers to protect property and treat toys and teaching aids with care.
- Children are taught to respect the inviolability of the property of others.
- Legal representatives are only allowed to stay in the kindergarten and school garden for as long as is absolutely necessary. They are required to behave in a way that does not damage school property and, if they discover any damage, to report this fact immediately to the kindergarten staff.

## VI.

### Miscellaneous

- The kindergarten is not responsible for valuable items (gold jewelry, etc.), as well as for the child's unsigned clothing and other items left behind in the kindergarten premises.
- **Office hours at the kindergarten**  
– acute cases at any time, others by telephone agreement:  
**Principal:** +420 734 428 342  
**Representative (tuition fees):** +420 734 428 344  
**Head of the School Cafeteria (meals):** +420 731 129 575

Office hours are posted on the kindergarten website and in the dressing rooms of individual classrooms.

## VII.

### Final provisions

- The kindergarten principal will ensure that all kindergarten employees are familiar with the School Regulations and inform the children's legal guardians about its publication and content.
- Compliance with the School Regulations is binding on the child's legal representatives, persons authorized by them, and all kindergarten employees.
- These school regulations come into effect on September 1, 2025 and repeal the previous version of the School Regulations.

Valid from September 1<sup>st</sup>, 2025

Dana Kadlečková, principal of the kindergarten

## Annex 1

### **Operating rules of the school cafeteria of the Socháňova Kindergarten**

**1. Serving times:** morning snack 9.15 – 9.45 a. m.

lunch 11.40 a. m. – 12.15 p. m.

afternoon snack 2.15 – 2.45 p. m.

**2. Amount of food allowance:**

According to Decree No. 107/2005 Coll., on school meals, we are adjusting the price for a child's meals in the kindergarten with effect from September 1<sup>st</sup>, 2023, as follows:

**Children 3 – 6 years old (breakfast, lunch, snack) 58,- CZK/day, i.e. 1.276,- CZK per month**

**Children 3 – 6 years old (snack, lunch) 46,- CZK/day, i.e. 1.012,- CZK per month**

**Children 7 – 10 years old (breakfast, lunch, snack) 64,- CZK/day, i.e. 1,408,- CZK per month of 7 in the school year /1. 9. – 31. 8./)**

**Children 7 – 10 years old (breakfast, lunch) 51,- CZK/day, i.e. 1,122,- CZK per month**

**3. Replacement of afternoon snacks:**

For all-day children who are going home after lunch, report to the classroom by 8:30 a.m. (the child will receive a snack when they go home).

**4. Excuses and how to unsubscribe:**

A child's absence from kindergarten must always be duly excused **by calling:** **+420 731 129 575** or by e-mail: [vedouci.sj@ms-sochanova.cz](mailto:vedouci.sj@ms-sochanova.cz)

Lunches must **always be cancelled 24 hours in advance (i.e. by 8:00 a.m. the previous day)**, either in writing or by telephone to the contacts listed above.

**If parents are unable to excuse their child in time, they can pick up lunch** from the school kitchen (building 1176 – Snails ) on the first day of their child's illness **between 11:15 and 11:25 a.m.** Food can only be taken away in lunch boxes.

**A child's absence on Monday must be excused by 8:00 a.m.**

**5. Meal payments :**

**No later than the 15th day of the month.**

By transfer to the kindergarten account – **account number: 35-0170731359/0800, variable symbol – child's number, constant symbol – 0308.**

**6. Meal allowance calculation:**

Billing of overpayments of meal allowances is usually done twice a year, on December 31<sup>st</sup> and on June 30<sup>th</sup>, or the billing can be done individually at the request of the legal representative.  
(during holiday operation as of 31<sup>st</sup> August)

**7. Penalties for failure to comply with payment terms:**

According to the provisions of Section 35, paragraph 1, letter d) of Act No. 561/2004 Coll., non-payment of meal allowance may be one of the reasons for the possibility of expelling a child from kindergarten.

The operating rules were issued on June 28<sup>th</sup>, 2025

Effective from September 1<sup>st</sup>, 2025

Dana Kadlečková, principal of the kindergarten